

 <p style="text-align: center;"><b>County of Sacramento</b>  <b>Department of Health and Human Services</b>  <b>Division of Behavioral Health Services</b>  <b>Policy and Procedure</b></p>	Policy Issuer (Unit/Program)	<b>QM</b>
	Policy Number	<b>QM-00-05</b>
	Effective Date	<b>07-01-2012</b>
	Revision Date	
Title: <b>Pharmaceutical Company Representatives</b>	Functional Area: <b>Administration</b>	
Approved By: (Signature on File) <b>Signed version available upon request</b>  <b>Kathy Aposhian, RN</b> Program Manager, Quality Management  <b>Robert Hales, MD</b> Medical Director, Division of Behavioral Health Services		

**PURPOSE:**

The purpose of this policy is to provide a guideline for the pharmaceutical company representatives to follow that permits the distribution of materials and/or educational presentations, while preserving the clinic operations and protecting the privacy of individuals served at the clinic.

**DETAILS:**

**Policy:**

Pharmaceutical company representatives may only present at a County operated facility when a pre-arranged appointment, with the Clinic Manager or designee, is scheduled. Medical Teams may be designated points of contact as determined by the Clinic Manager or agency administrator. It is acknowledged that Medical Teams have a special approval and management function in administering the pharmaceutical/medication components of all programs.

**Procedure:**

Pharmaceutical company representatives will schedule an appointment with the Clinic Manager or designee.

1. The pharmaceutical representative will present to the reception at the appointed time.
2. Reception staff will contact the Clinic Manager or designee for this appointment/presentation.
3. The Clinic Manager or designee will coordinate drug deliveries with the medical staff.
4. The Clinic Manager or designee will escort the pharmaceutical representative to the designated meeting place to conduct business.
5. The Clinic Manager or designee will escort the pharmaceutical representative back to reception.
6. Pharmaceutical representatives may not interact independently or provide "gifts" to any clinic staff or any patients served at a County clinic.

**REFERENCE(S)/ATTACHMENTS:**

- None

**RELATED POLICIES:**

- No. 07-03 Dispensing “Sample” Medications

**DISTRIBUTION:**

Enter X	DL Name	Enter X	DL Name
X	Mental Health Staff		
	Mental Health Treatment Center		
X	Adult Contract Providers		
X	Children’s Contract Providers		
X	Alcohol and Drug Services		
	Specific grant/specialty resource		

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